

Message

From: Stavnes, Sandra [Stavnes.Sandra@epa.gov]
Sent: 5/14/2013 11:12:56 PM
To: Stavnes, Sandra [Stavnes.Sandra@epa.gov]
Subject: Fw: New RA Briefs
Attachments: Columbia falls aluminum smelter v1 05-14-13 RA brief.docx

From: Miller, Johanna
Sent: Tuesday, May 14, 2013 11:42:46 AM
To: Stavnes, Sandra
Subject: RE: New RA Briefs

Sandy – Attached is the write up for Columbia Falls Aluminum Smelter. Johanna

From: Stavnes, Sandra
Sent: Tuesday, May 14, 2013 7:27 AM
To: Bohan, Suzanne; Garcia, Bert; Hestmark, Martin; Leclerc, Russell; MacDonald, Frances; Miller, Johanna; Murray, Bill; Ostrander, David; Rodriguez, Mandi; Schmit, Ayn
Subject: FW: New RA Briefs

All

Got confirmation from Mike S that he needs our portion on 5/16 so if you could get me your updates to the accomplishments/current activities and hot topics by noon on 5/16 I can meet his deadline.

See below for info on briefings and other items too. We need to schedule briefings for 1) ER 2) Water Supply (EP and NEPA) 3) Oil and Gas (I am working with Mike to coordinate this one among OPRA, ECEJ, EPR).

Background binder attached in case you don't have it.

Sandy

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From: Shanahan, Mike
Sent: Monday, May 13, 2013 12:38 PM
To: R8 SLT
Subject: RE: New RA Briefs

My mistake – due to me this Thurs, 16 May.

Thanks

Mike

From: Shanahan, Mike
Sent: Monday, May 13, 2013 12:34 PM
To: R8 SLT
Subject: RE: New RA Briefs

Reminder: inputs for the Transition Binder are due to me today

Thanks

Mike

From: Shanahan, Mike
Sent: Monday, May 06, 2013 3:37 PM
To: R8 SLT
Subject: New RA Briefs

SLT,

From this afternoon's discussion for Shaun's arrival on 20 May, here is what I need to get everything ready:

1. **Regional Office Background Binder** – I sent each office their respective background section (org chart, office responsibilities, etc.) last week. Let me know if you need me to re-send.
 - a. Please have these to me by **16 May** (should be easy – they are only one page or so, but feel free to include any Hot Issues in the last section).
2. Send me an email for the **date / time you want to brief Shaun** on your office topics. He currently does not have much for his calendar the first week he is here (May 20-24) – need the date / time by **16 May** please so I can get it on the calendar.
 - a. Remember that each topic will require a **one page (or so) back ground paper the day prior**. Power-point slides for the briefings are OK, but do not over do it. Goal is to keep each brief to less than an hour.
3. Lastly, the **Regional Profile Briefing** I sent out last week needs lots of attention (updates have not been made since Bob P. first came out to visit us in 2010). Please provide updated slides to me by **May 20** in the format you received last week.

I know it is a lot – but we have done this drill before. If you need your sections to any of these briefs again, shoot me an email.

Thanks in advance.

Mike

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